

**MASTERS IN PUBLIC
ADMINISTRATIONRani Durgavati
University, Jabalpur, M.P.**

The course provides an opportunity to students to study various aspects of Public Administration- ranging from traditionally taught areas like administrative thought, theories, comparative administration, Indian administration, research methodology, civil services, decentralization, development administration, financial administration, labour law, to the newly emerging areas such as e-governance, disaster management, public policy, feminism and gender issues. This course aims at developing analytical powers of students apart from dissemination of important information regarding traditional and emerging aspects in Public Administration.

- 1- Nameofprogram:Post Graduate
- 2- Durationofprogram:Twoyears(Foursemesters)
 - (a) Minimumduration:Twoyears:04
 - (b)Maximum duration: As per university rules

M.A. in Public Administration – I Semester

PAPER I FOUNDATION COURSE IN PUBLIC ADMINISTRATION

PAPER II INDIAN ADMINISTRATION-1

PAPER II COMPARATIVE PUBLIC ADMINISTRATION

PAPER IV ADMINISTRATIVE THINKERS

PAPER V TERM PAPER

PAPER VI COMPREHENSIVE VIVA-VOCE

M.A. in Public Administration– II Semester

PAPER I ADMINISTRATIVE THEORY

PAPER II DISASTER MANAGEMENT IN INDIA

PAPER IIIE- GOVERNANCE

PAPER IV RURAL ADMINISTRATION

PAPER V ASSIGNMENT

PAPER VI COMPREHENSIVE VIVA-VOCE

M.A. in Public Administration – III Semester

PAPER I INDIAN ADMINISTRATION - 2

PAPER II INTERNATIONAL ORGANISATION AND ADMINISTRATION

PAPER III ADMINISTRATIVE LAW

PAPER IV RESEARCH METHODOLOGY

PAPER V FIELD WORK

M.A in Public Administration- IV Semester

PAPER I DEVELOPMENT ADMINISTRATION

PAPER II TRIBAL ADMINISTRATION

PAPER III GENDER ADMINISTRATION

PAPER IV FINANCIAL ADMINISTRATION

PAPER V DISSERTATION

PAPER VI COMPREHENSIVE VIVA-VOCE

Public Administration Semester wise Scheme

SEMESTER I

Theory course No.	Paper No.	Title of Paper	Credit	Maximum Marks
MPA101	Paper I	Foundation Course in Public Administration	5	60+40(CCE)=100
MPA102	Paper II	Indian Administration	5	60+40(CCE)=100
MPA103	Paper III	Comparative Public Administration	5	60+40(CCE)=100
MPA104	Paper IV	Administrative Thinkers	5	60+40(CCE)=100
MPAS105		Term Paper	2	50
MPAC106		Comprehensive Viva-voce	2	50
TOTAL			22	500

SYLLABUS

M.A. in Public Administration– I Semester

Paper I Foundation Course in Public Administration

MPA-101

Credit -05

M.Marks:60

UNIT I Public Administration : Meaning, Nature and scope. Evolution of Public Administration as an academic discipline, Public Administration and private administration. New Public Administration.

UNIT II Organisation : Meaning, Bases of organization, types , features, Merits and demerits. Line Agencies, Staff Agencies and Auxillary Agencies: meaning, features and significance.

UNIT III Personnel Administration : Meaning, Objectives and Significance. Recruitment, Promotion, Training

UNIT IV Bureaucracy : Concept, types, Max Weber's thought on bureaucracy and its relevance.

UNIT V Chief Executive : Meaning, types and functions, Line Staff and Auxillary Agencies, Line and Staff in India

Essential Readings

- Rumki Basu (2004), Public Administration: Concepts and Theories, Sterling Publishers Pvt. Ltd., New Delhi
- Mohit Bhattacharya (1997) Restructuring Public Administration, Jawahar Book Centre, New Delhi.
- Bidyut Chakravorty (2013), Public Administration", Sage, New Delhi.
- Amita Singh 2002, "Public Administration: Roots and Wings" Galgotia Publishers, New Delhi
- L.D. White (1948) Introduction to the study of Public Administration, New Delhi, Macmillan Publication.
- S.P. Naidu (1996), Public Administration: Concepts and Theories, New Age International Publications, New Delhi.
- K.K. Ghai (2015), Public Administration, Kalyani Publishers, Cuttack, Odisha.

Paper-II- Indian Administration

MPA-102

Credit-05

M.Marks:60

UNITI: Historical Evolution: Continuity and Change, Historical legacy of Indian Administration: Ancient to British period. Perspective of Modern Indian Administration, The Changing Nature of Centre—State Administrative Relations

UNITII: Central Administration

Administration of the Centre: President, Prime Minister, Council of Ministers, Cabinet Committees, Secretariat, Cabinet Secretariat, Ministries and Departments

UNITIII: Indian Administration: Themes, Issues and Emerging Challenges

Administration and Politics: Changing Role of Indian State Administrative Machinery
Corruption: Redressal
Administrative Reforms in India: Emerging Challenges

UNITIV Commissions in India : Union Public Services Commission, Planning Commission, National Development Council, Election Commission, Finance Commission, National Human Rights Commission, Administrative Reforms Commission, Redressal of Citizens Grievances, Lokpal and Lokayukta.

UNITV: Indian Administration: Important Institutions, National Development Council. Finance Commission. Niti Ayog.

Essential Readings

Arora, R. K. and Goyal, R. (1997). Indian Public Administration. New Delhi: Vishwa Parkashan. Avasthi and Avasthi. (2001). Indian Administration. Agra: Laxmi Narain Aggarwal
Chakraborty, Bidyut (2016). Indian Administration. New Delhi: Sage.
Fadia, B.L. and Fadia, Kuldeep (2017). Public Administration in India. Agra: Sahitya Bhawan.

Readings in Hindi

Avasthi & Avasthi (2017). Bhartiya Prashasan. Agra: Laxmi Narain Aggarwal
Fadia, B.L. and Fadia, Kuldeep (2017). Bharat Mein Lok Prashasan. Agra: Sahitya Bhawan. Fadia, B.L. and Fadia, Kuldeep (2018). Bhartiya Prashasan. Agra: Sahitya Bhawan.
Fadia B.L (2021). Bharat Mein Lok Prashasan, Sahitya Bhawan.
Jain Pukhraj (2022). Bhartiya Shasan Evam Rajniti. Sahitya Bhawan.
Maheshwari S.R (2017). Bharat Mein Sthaneya Shasan. Lakshmi Narayan Agarwal.
Maheshwari S.R (2008). Bharatiya Prashasan. Lakshmi Narayan Agarwal.
Prasad Suryabhan and Nandlal (2017). Bharat mein Sushasan: Chunaoti yaan Evam Samadhan. Varanasi: Bharti Prakashan.
Sharma M.P. and Sadana B.L. Lok Prashasan, Kitab Mahal
Sharma, M.P. and Sadana, B.L. (2013). Lok Prashasan: Sidhant Evam Vyavhaar. New Delhi: Kitab Mahal

Paper-III- Comparative Public Administration

MPA-103

Credit-05

M.Marks:60

UNIT I Comparative Method as an approach to the study of Public Administration, The Concept, Nature, Scope and Significance of comparative Public Administration, Approaches to the Study of Comparative Public Administration.

UNIT II Theories and Models of Comparative Public Administration: Fred Riggs and Ferrel Heady.

UNIT III Comparative Study of Governmental Systems in UK, USA, France; Executive, Legislative and Judiciary. Comparative study of various Control Mechanisms of Administration in UK, USA and France.

UNIT- IV Citizens & Administration: A comparative study of various mechanisms for Redressal of citizens' grievances in U.K., U.S.A & France.

UNIT – V Emerging Trends in Comparative Public Administration. International systems: IMF, IBRD, WTO, World Bank. International Agencies: UNESCO, UNICEF, ILO, WHO.

Essential Readings :

- Ferrel Hardy, (2001), Public Administration: A Comparative Perspective, Marcel Dekker, USA
- Robert L. Maddex (1995), Constitutions of the World, Cq Press, 1995.
- U.N. Gupta (2009), Select World Constitutions, Atlantic Publishers & Distributors, New Delhi.
- Ramesh K. Arora (1998), Comparative Public Administration, Associated Publishing House.

Paper-IV- Administrative Thought

MPA-104

Credit-05 M.Marks:60

UNIT I: Introduction: Evolution of Administrative Thought
Kautilya: Administrative State,
Woodrow Wilson: Politics-Administration Dichotomy

UNIT II: Classical Theories of Administration: F.W. Taylor: Scientific Management
Max Weber: Theory of Bureaucracy
Mary Parker Follett: Concept of Power, Authority and Responsibility

UNIT III : Structuralist Thought : Henry Fayol : Principles of Organisation , Luther Gullick : Principles of Management, Lyndall. F. Urwick : Principles of Organisation and Management

UNIT IV : Human Relations and Development Administration: George Elton Mayo : Human Relations Theory, Chester I. Barnard: Theory of Authority, Organisation and Communication, Fred W. Riggs: Theory of Development Administration

UNIT V : Decision Making and Motivational Theory : Herbert A. Simon: Theory of Decision Making, Douglas McGregor: Theory of Motivation
Abraham Maslow: Theory of Motivation

Essential Readings :

- D. Ravindra Prasad, V.S. Prasad, P. Satyanarayan, Y. Pardhasarathi (2014), Administrative Thinkers, New Delhi, Sterling Publishers.
- Shriram Maheswari (2003), Administrative Thinkers, Delhi, Macmillan.
- F.W. Taylor, (2006) The Principles of Scientific Management, Cosmo Classics, New York.
- Henry Fayol. (1949), General and Industrial Management, Pitman, London
- Henry Metcalf & L. Urwick, (1942), Dynamic Administration: The Collected Papers of Mary Parker Follett, Martino Fine Books
- Bidyut Chakravorty (2013), Public Administration”, Sage, New Delhi.

PAPER VTERM PAPER

MPA-105

Credit: 2 M.Marks: 50

Term Paper with 2 credit points shall be asserted by Subject teacher appointed by the Head of the Department.

PAPER VICOMPREHENSIVE VIVA-VOCE

MPA-106

Credit: 2 M.Marks: 50

A comprehensive viva-voce of virtual credits will be conducted at the end of each semester of the programme by a board of two examiners (One internal examiner and one external examiner). Head will coordinate the comprehensive viva-voce. Grade awarded in the viva-voce shall be shown separately in the grade sheet.

Public Administration Semester wise Scheme

SEMESTER II

Theory course No.	Paper No.	Title of Paper	Credit	Maximum Marks
MPA201	Paper I	Administrative Theory	5	60+40(CCE)=100
MPA202	Paper II	Disaster Management in India	5	60+40(CCE)=100
MPA203	Paper III	E-Governance	5	60+40(CCE)=100
MPA204	Paper IV	Rural Administration	5	60+40(CCE)=100
MPAS205		Assignment	2	50
MPAC206		Comprehensive Viva-voce	2	50
TOTAL			22	500

M.A. in Public Administration– II Semester

PAPER I Administration Theory

MPA-201

Credit-05 M.Marks:60

UNIT I - Introduction : Ecology of Public Administration; Public Choice Approach; New Public Management; Good Governance: Concept and Applications; Administrative Ethics. Participative Management.

UNIT II -Impact of Liberalisation, Privatisation and Globalisation on Public Administration; Citizen and Administration: Role of Media, interest groups, voluntary organisations; Civil society; Citizen's Charter; Right to Information.

UNIT III - Administrative Law: Meaning, scope and significance; Dicey on Administrative law; Delegated legislation; Administrative Tribunals; Social Audit.

UNIT IV -Development Dynamics: Concept of development; Changing profile of development administration; Anti-development thesis: Bureaucracy and development; Strong state versus the market debate; Impact of liberalization on administration in developing countries;

UNIT V - Public policy: Models of Policy making and their critique; Processes of conceptualization, planning, implementation, monitoring, evaluation and review and their limitations; State theories and

public policy formulation.

Essential Readings:

- Arora, R. K. (Ed.). (1979). Perspectives in Administrative Theory. New Delhi: Associated.
- Awasthi and Maheshwari (2017). Public Administration. Agra: Lakshmi Narain Agarwal Educational Publishers.
- Bhambri, C. P. (2010). Public Administration Theory and Practice (21st ed.). Meerut: Educational Publishers.
- Bhattacharya, M. (2000). Public Administration. Calcutta: World Press.
- Bhattacharya, Mohit (2016). New Horizons of Public Administration. New Delhi: Jawahar Publishers.
- Fadia, B.L. and Fadia, Kuldeep (2017). Public Administration in India. Agra: SahityaBhawan.
- Sharma, M.P. and Sadana, B.L. (2010). Public Administration in Theory and Practice. New Delhi: Kitab Mahal.

Readings in Hindi :

- Awasthi and Maheshwari (2020). LokPrashasan. Agra: Lakshmi Narain Agarwal Educational Publishers.
- Bhattacharya, Mohit (2007). LokPrashasanKeNayeAyaam. New Delhi: Jawahar Publishers. - Fadia, B.L. and Fadia, Kuldeep (2018). LokPrashasan: PrashasnikSidhant. Agra: SahityaBhawan.
- Maheshwari S.R. (2004). PrashasnikVicharak. MacMill

Paper- II Disaster Management

MPA-202

Credit-05 M.Marks:60

UNIT-I Disaster: Concept & Dimensions; Disaster and its type, Flood Draught, Cyclone, Geographical Disaster, Earthquake, Landslide, Avalanches, Volcanic Eruptions, Climatic Disaster-Heat and Cold Wave, Climate Change, Global Warming, Sea level Rise, Ozone Depletion

UNIT-II Manmade Disaster- Nuclear Disaster, Chemical Disaster, Biological Disaster, building Fire, Coal Fire, Oil Fire, Air Pollution, Water Pollution, Industrial Pollution, Deforestation, Rail & Road Accidents, Air & Sea Accidents.

UNIT-III Disaster Management Act, 2005 Organisational Framework for Disaster Administration in India at the Union, State and District levels; Disaster Preparedness, Disaster Prevention, Preparation and Mitigation, Role of NGOs and Army in Disaster Management

UNIT- IV Role of Information and Communication Technology Systems in Disaster Management Disaster Information, System, Megha Satellite, Role of Various Agencies in Disaster Mitigation National level and State levels. Interstate and International Cooperation for Disaster Management Disaster Response: Disaster Medicine, Rehabilitation, Reconstruction and Recovery.

UNIT- V Disaster Risk Reduction – Sustainable Development Disaster Preparedness; Relief and Rehabilitation Disaster Management Training

Essential Readings

- Goel, S. L. (2006). Encyclopedia of Disaster Management. New Delhi: Deep and Deep. Monappa,
- K. C. (2004). Disaster Preparedness. New Delhi: Akshay Public Agencies.
- Narayan, B. (2009). Disaster Management. New Delhi: A.P.H. Publishing Corporation.

Readings in Hindi

- Lal, Rammohan&Shrivastav, Madhu (2016); AapdaPrabandhanKeNayeSiddhant. New Delhi: Hindi Book Centre Vyas,
- Harishchandra. (2004). Jansankhya, PradooshanaurParyavaran. Mumbai: VidyaVihar
- Garg H.S. (2016). AapdaPrabandhan, SBPD Publications.

PAPER III E- GOVERNANCE

MPA- 203

Credit-05 M.Marks:60

UNIT-1: E-Governance and Related Concepts: Concept of Governance; Meaning; Governance versus Administration and Management; Evolution and Scope of E-Governance ; Characteristics of E-Governance; Models of E-Governance and Transparency.

UNIT-2: E-Governance and Theoretical Aspects: E Governance Theories; Public-Private Partnership; Right to Information Act; Information Technology Act; Organization of Government Information (Study of the Information & Broadcasting Ministry)

UNIT-3: E-Governance in India : ICT and local Self-Governance; E-Governance in Agricultural & Rural Development; E-Governance in Urban Administration; E-Governance in Social Welfare Administration; E-Governance in Higher Education; E-Governance in Health Administration

UNIT-5: E-Governance Issues: Public Participation; Administrative Reforms; IT Security; Grievance and Redressal; Accountability and Transparency.

UNIT – III :E- Governance and Democracy; Public Accountability in a Network Society; Legal and Policy Framework of E-Governance in India; Digital Technology and Services Delivery ;
. E-Governance and Challenges ; Digital India Program – An overview.

Essential Readings

- Basandra, S.K. (1999). Computers Today. New Delhi: Galgotia Publishers Pvt. Ltd.
- Bedi, K., Singh, P. & Srivastava, S. (2001). Government@net. New Delhi: Sage Publications.
- Bhatnagar, S. (2004). E Government: From Vision to Implementation (A Practical Guide with Case Studies. New Delhi: Sage Publications.
- Bhattacharya, J. (2012). E-Gov2.0: Policies, Progresses and Technologies. New Delhi, Tata McGraw-Hill
- Laudon, K. C. & Laudon, J. P. (2011). Management Information Systems: Managing the Digital Firm (12th ed). New Delhi: Pearson Education.
- Prabhu, C.S.R. (2011). E Governance, Concepts and Case Studies. New Delhi, Prentice Hall.

Further Readings

- Davis, G. B., Olson & Margrethe, A. (1985). Management Information Systems: Conceptual Foundations, Structure and Development. New York: Tata McGraw Hill.
- Leon, A & Leon, M. (1999). Introduction to Computers. New Delhi: Vikas Publishing House Pvt. Ltd.
- Lucas,

PAPER IV Rural Administration

MPA-204

Credit-05

M.Marks:60

UNIT-I: The history of Rural Local Government in India; The pattern and structure of rural local government in India; The 73rd constitutional amendment in India; The concept of Panchayati Raj.

UNIT-II: Panchayati Raj in India : Organisation, structure, powers and functions; Executive system of Zila Parishad, Panchayat Samiti, Gram Panchayat, Gram Sabha- their institutional relationship. The concept of community development: History, objective, human factor in community development.

UNIT-III: Panchayati Raj as Agencies of Planning and Development: The position, power, function and relevance of District Development Officer. Block Development Officer and Village Level worker; The position, power and functions of Zila Pramukh, Pradhan, Sarpanch.

UNIT-IV: Recruitment, training and education officials and non-officials in Panchayat Raj Institutions; Relationship of PRI with Government Agencies and Departments

UNIT-V: Emerging Trends: Some emerging trends in relationship of Political Parties and Panchayat Raj; The official and non-official relationship; The organization and working of special schemes – Integrated Rural Development Programme (IRDP), Organisation and functions of District Rural Development Agency (DRDA)

Essential Readings

- Ahluwalia, Isher Judge. (2017). Urbanisation in India. New Delhi: Sage.
- Arora, R. K. & Goyal, R. (1996). Indian Public Administration. New Delhi: Vishwa Prakashan.
- Aziz, A. (1996). Decentralised Governance in Asian Countries. Ed. New Delhi: Sage.
- Bhadouria, B. D. S. & Dubey, V. P. (1989). Panchayati Raj and Rural Development. New Delhi: Commonwealth Publishers.
- Bhattacharya, Mohit. (1976). Management of Urban Government in India. New Delhi: Uppal.
- Sachdeva, Pradeep. (2011). Local Government in India. Delhi: Pearson
- Maheshwari, S. R. (2003). Local Government in India. Agra: Lakshmi Narain Aggarwal.
- Mathew, G. (1994). Panchayati Raj in India: From Legislation to Movement. New Delhi: ISS.
- Oommen, M. A. & Datta, A. (1995). Panchayats and their Finance. New Delhi: ISS.
- Oommen, M. A. (1995). Devolution of Resources from the State to the Panchayati Institutions. New Delhi: ISS.

Readings in Hindi

- Chaudhary L.R (2021). Grameen Vikas Evam Panchayati Raj Sanstha. Rawat Publications
- Fadia B.L. (2020). Sthaniaswasasan. Sahitya Bhawan
- Khatri Hareesh Kumar. Bhartiya Sanghiya Vyavastha Evam Sthaniaswasasan, Bhopal: Kailash Pustak Sadan.
- Maheshwari, S.R. (2017); Bharat Me Sthaniaswasasan. Agra: Lakshmi Narain Agarwal

PAPER VASSIGNMENT

MPA-205

Credit: 2 M.Marks: 50

Assignment with 2 credit points shall be asserted by Subject teacher appointed by the Head of the Department.

PAPER VCOMPREHENSIVE VIVA-VOCE

MPA-206

Credit: 2 M.Marks: 50

A comprehensive viva-voce of virtual credits will be conducted at the end of each semester of the programme by a board of two examiners (One internal examiner and one external examiner). Head will coordinate the comprehensive viva-voce. Grade awarded in the viva-voce shall be shown separately in the grade sheet.

**Public Administration Semester wise Scheme
SEMESTER III**

Theory course No.	Paper No.	Title of Paper	Credit	Maximum Marks
MPA301	Paper I	Indian Administration-2	5	60+40(CCE)=100
MPA302	Paper II	International Organisation and Administration	5	60+40(CCE)=100
MPA303	Paper III	Administrative Law	5	60+40(CCE)=100
MPA304	Paper IV	Research Methodology	5	60+40(CCE)=100
MPAS305		Field Work	2	50
MPAC306		Comprehensive Viva-voce	2	50
		TOTAL	22	500

M.A. in Public Administration– III Semester

PAPER I INDIAN ADMINISTRATION – Emerging Issues

MPA-301

Credit-05

M.Marks:60

UNIT I Significant issues in Indian Administration: Values in public service; Regulatory Commissions; National Human Rights Commission; Problems of administration in coalition regimes; Citizen administration interface; Corruption and administration; Disaster management.

UNIT II Law and Order Administration: British legacy; National Police Commission; Investigative agencies; Role of Central and State Agencies including paramilitary forces in maintenance of law and order and countering insurgency and terrorism; Criminalisation of politics and administration; Police-public relations; Reforms in Police.

UNIT III Plans and Priorities: Machinery of planning; Role, composition and functions of the Planning Commission and the National Development Council; 'Indicative' planning; Process of plan formulation at Union and State levels; Constitutional Amendments (1992) and decentralized planning for economic development and social justice.

UNIT IV Citizen Grievances: Right to Information Act, (RTI), National and State Human Rights

Commission. Welfare Programmes: Administration of welfare Programmes of Weaker Section, SCs, STs, BCs- Women and Minorities, SC and ST Atrocity Act.

UNIT – V
Concept of Citizen Centric Administration: Evolution, Concept, Features and Significance.
Emerging Issues: Mechanism for Disaster Management; Governance and E-Governance Applications in Indian Administration; Public Corporations, Independent Regulatory Commission; Indian Administration: Problems and Challenges. Integrity in Administration: Means and Agencies for checking Corruption at Union and State Level.

Essential Readings

Basu, Durga Das, 2004, Introduction to the Constitution of India, Twelfth Edition; Prentice Hall of India: New Delhi.

Battacharya Mohit, 1987, Public Administration: Structure, Process and Behaviour, The World Press Pvt. Ltd., Calcutta.

Bhambri C.P. 1985. Public Administration, Educational Publishers: Meerut.

Chanda, Ashok. 1968. Indian Administration; G. Allen and Unwin: London.

Chaturvedi, T.N. 1980. Secrecy in Government, IIPA, New Delhi.

Kothari, Shanti and Ramashray Roy, 1969, Relations between Politicians and Administrators at the District level; IIPA and the Centre for Applied Politics: New Delhi.

Maheshwari, Shriram. 1990. Indian Administration: Orient Longman: New Delhi.

PAPER II INTERNATIONAL ORGANISATION AND ADMINISTRATION

MPA- 302

Credit-05

M.Marks:60

UNIT I Role of International Organisations in Development: Rationale and Overview of the global scenario ;Historical Background to the Formation of International Organizations; The League of Nations, its Organizational Structure and Administration.

UNIT II The Origin and evolution of United Nations: An Orientation Towards the study of International Administration; The United Nations and its chief Organs, A Study of their structure and Administration; Specialized Agencies of the UN: UNESCO, UNDP, UNEP, ILO.

UNIT III International Economic Organisations: Organisational structure, functions, role and issues in working of WTO (World Trade Organisation); World Bank (WB); International Monetary Fund (IMF); and Asian Development Bank (ADB)

UNIT IV The concept and functioning of International Civil Services, Problems of International Civil Services; Classification, structure, manpower, planning; Personnel policies and terms of employments; The problems and Issues related to Overseas Personnel

UNIT V International Administration- Recruitment, methods and procedures; Career development programmes; Administration of personnel training: Orientation and Briefing, Promotion. Methods and Procedure, Management and staff relationship, other Issues relating to International Administration.

Essential Readings

Banerjee, Ajit M. & Murari R. Sharma. (2007). Reinventing the United Nations. New Delhi: Prentice Hall of India Cable, V. (1999). Globalization and Global Governance. London: Royal Institute of International Affairs.

Goel, S.L. (1976). International Administration. New Delhi: Sterling Publishers.

Pease, Kelly-Kate S. (2017). International Organisations. New York: Routledge.

Relevant Websites

www.un.org/, www.saarc-sec.org/, www.ilo.org/, www.aseansec.org/

Further Readings

Krasvo, Jean E. (Ed.) (2005). The United Nations: Confronting the Challenges of a Global Society. New Delhi: Viva Books

Narasimhan, C. V. (1988). The United Nations: An Inside View. New Delhi. United Nations Publication.

Saksena, K. P. (1993). Reforming the United Nations: The Challenge of Relevance. New Delhi. Sage Publications.

PAPER III ADMINISTRATIVE LAW

MPA- 303

Credit-05

M.Marks:60

UNIT – I Introduction Administrative Law- Meaning, Nature, Scope & Importance, Legal Basis of Modern State, Government and Administration; Constitutional Concepts in Relation to Administrative Law: Rule of Law (U.K.), Doctrine of Separation of Powers; Principles of Checks and Balances, and Principles of National Justice.

UNIT – II Administrative Control: Delegated Legislation- Meaning, Need, Scope, Importance and Control, Doctrine of Ultra Virus, Droit Administration ; Judicial Control of Administration Power; Rights Remedies writs and Principles and Natural Justice.

UNIT – III Administrative Tribunals: Administrative Tribunal: Reason for Growth, General Structure and Procedure; Types of Administrative Tribunals; Administrative Authorities and Tribunals: Railway Rates Tribunals, Income Tax Appellate Tribunals, Haryana Administrative Tribunal for Disciplinary Proceedings.

UNIT – IV Administrative Appellate Authority: Central Administrative Tribunals, Composition, Functions, and Powers; Income Tax Appellate – Tribunals; Regulatory Authority – Telecom Regulatory Authority of India (TRAI) Insurance Regulatory And Development Authority (IRDA)

UNIT – V Institution of Ombudsman: Concept and Genesis Lok Pal and LokAyukta in India: Significance, Functions and Role Fundamentals of Departmental Proceedings: Suspension, Charge sheet, Enquiry and Penalties.

Essential Readings

- Diwan, P. (2007). Indian Constitution (2nd ed.). Allahabad: Law Agency.
- Massey, I.P. (2008). Administrative Law. New Delhi: Eastern Book Company.
- Upadhyaya, J.J.R. (2016). Administrative Law. Prayagraj: Central Law Agency Readings in Hindi
- Upadhyaya, J.J.R. (2020). Prashasnik Vidhi. Prayagraj: Central Law Agency
- Chhabra, S. (1990). Administrative Tribunals. New Delhi: Deep and Deep.
- Kagzi, M. C. J. (2008). Indian Administrative Law (2nd ed.). Delhi: Metropolitan.
- Mehta, S.M. (1990). Indian Constitutional Law. New Delhi: Deep and Deep.
- Sathe, S.P. (1998). Administrative Law (6th ed.). Bombay:
- Tripathi. Sharma, S.K. (2007). Directive Principles and Fundamental Rights. New Delhi: Deep and Deep.
- Swami, P.M. (1989). Swami's Manual of Disciplinary Proceedings for Central Government Employees. Madras: Swami Publishers.

PAPER IV RESEARCH METHODOLOGY

MPA -304

Credit-05 M.Marks:60

Unit I - Nature of Social Research: Importance and uses, Difference between Pure and Applied Research, Identification of Research Problem, Research Design.

Unit II - Hypothesis, Concepts and Variables, Typologies, Hypotheses Formulation and testing, Sampling Method.

Unit III - Tools and Techniques of Data Collection, Observation: Characteristics of observation, Kinds of observation, merits and Demerits, Questionnaire, Schedule and Interviews, Sampling and Survey technique.

Unit IV - Nature of study: Case study, technique, Role and importance of case studies, Pilot studies and pannel studies.

Unit V - Theory Formation in Social Sciences ,Survey Analysis, Types, Merits, Demerits, Report writing, Purpose and contents of a Report.

Essential Readings

- Ahuja, Ram (2003). Research Methods. Jaipur: Rawat
- Bajpai, S. R. (1960). Methods of Social Survey and Research. New Delhi: KitabGhar.
- Creswell, John W. (1994). Research Design: Qualitative, Quantitative and Mixed Methods: Approaches. London: Sage Publications.
- Denzin, Norman K. & Lincoln, Yvonna S. (Eds.). (2005). Handbook of Qualitative Research. New Delhi: Sage Publications.
- Goode, W. J. &Hatt, P.K. (2006). Methods in Social Research. New Delhi: McGraw Hill Series.
- Nachmias, David &Nachmias, Chava. (2008). Research Methods in the Social Sciences. (7th edition). New York: St. Martin's Press Inc.
- PaiPanandikar, V.A. (Ed.). (1997). A Survey of Research in Public Administration 1980-1990. Delhi: Konark Publishers Pvt. Ltd.
- Young, Pauline V. (2008). Scientific Social Surveys and Research (4th Edition). New Delhi: PHI Learning.

Readings in Hindi

- Ahuja, Ram (2003). SamajikSarvekshanEvamAnusandhan. Jaipur: Rawat
- Harikrishna. (2013). Samajik Shodh Ki Vidhiyan. New Delhi: Rawat Publications
- Singh J.P. (2021). SamajikAnusandhankiVidhiyan, Rawat Publications
- RawatHarikrishna (2013). SamajikShodh Ki Vidhiyan, Rawat Publications

PAPER VPROJECT

MPA-305

Credit: 2 M.Marks: 50

Project/Fieldproject report with 2 credit points shall be asserted by Subject teacher appointed by the Head of the Department.

PAPER VICOMPREHENSIVE VIVA-VOCE

MPA-306

Credit: 2 M.Marks: 50

A comprehensive viva-voce of virtual credits will be conducted at the end of each semester of the programme by a board of two examiners (One internal examiner and one external examiner). Head will coordinate the comprehensive viva-voce. Grade awarded in the viva-voce shall be shown separately in the grade sheet.

**Public Administration Semester wise Scheme
SEMESTER IV**

Theory course No.	Paper No.	Title of Paper	Credit	Maximum Marks
MPA401	Paper I	Development Administration	5	60+40(CCE)=100
MPA402	Paper II	Tribal Administration	5	60+40(CCE)=100
MPA403	Paper III	Gender Administration	5	60+40(CCE)=100
MPA404	Paper IV	Financial Administration	5	60+40(CCE)=100
MPAS405		Dissertation	2	50
MPAC406		Comprehensive Viva-voce	2	50
TOTAL			22	500

M.A in Public Administration- IV Semester

PAPER I DEVELOPMENT ADMINISTRATION

MPA-401

Credit-05 M.Marks:60

UNIT-I: Introduction to Development Administration, Nature, Scope and Elements of Development Administration and its Socio-cultural, Political and Economic Dimensions; Goals and Challenges of Development Administration; Distinction between development administration and traditional administration.

UNIT-II: Theory And Models ; F.W. Riggs, Sustainable Development , Human Development, Inclusive Development;Administrative Capability for development.

UNIT-III: Development Methods And Strategy In India a) Mixed Economy Approach b) Economic Planning and Development- Institutions and Process in Historical Perspective c) NitiAyog and National Development Council d) Decentralized Planning

UNIT-IV: Other Issues And Non-National Agencies;Women's participation in development administration; NGOs and Development; Community based Organisations; Development Strategies for

Rural Development : PURA, Water Resource Management (Pani Panchayat), Institutions for Rural Development.

UNIT- V : Globalization and Development (PPP Model) d) United Nation and other International Agencies in Development

Essential Readings:

- Chaturvedi, T.N. 1988 Politics, Bureaucracy and Development, Uppal Publishing House, New Delhi.
Dey, Bata K. 1978, Bureaucracy, Development and Public Management in India, Uppal Publishing House, New Delhi.
Dubashi, P.R. 1976, Economics, Planning and Public Administration: Somaiya Publications Pvt. Ltd., Bombay.
Fadia, B.L., 2010, Public Administration, SahitayaBhawan Publication, Agra.
Goel, S.L..., 2009, Development Administration – Potentialities and Prospects, Deep & Deep Publications Pvt. Ltd., New Delhi.
Heady, Ferral, 2001. Public Administration: A Comparative Perspective, Marcel Dekker, New York.
Jain, R.B., 2001, Public Administration in India – 21st Century Challenges for Good Governance, Deep & Deep Publications Pvt. Ltd., New Delhi.
Joshi, Preeta, 2007, VikasPrashasan, RBSA Publishers, Jaipur.
Krishnamachari, V.T., 1962, Fundamental of Planning in India; Orient Hongman: Bombay.

PAPER II TRIBAL ADMINISTRATION

MPA-402

Credit-05 M.Marks:60

UNIT I : Conceptual Understanding of Tribes : Defining a Tribe, Tradition if tribal ethnography in India; Tribes in India: Classification of tribes, Territorial distribution, Features of a Tribal Society.

UNIT II : Approaches to Tribal Development: Tribal Development Strategies : Isolation, Assimilation and Integration; Constitutional Provisions for Scheduled Tribes, Five Year Plans and Tribal Development, Tribal Sub-plan Approach 21 .

UNIT III Issues of Tribal Development: Displacement, Rehabilitation and resettlement; Empowerment of Tribal women; Migration: Issues and challenges, Trafficking of tribal Girl Child, Climate change and its impact on tribal livelihood, Political Process and tribals.

UNIT IV Major Public Policies for Tribal Development: Panchayat Extension to Scheduled Areas Act, 1996: Issues an Challenges, Tribal Women's Participation in Grass root democracy; Forest Rights Act 2006, Joint Forest Management: Problems and prospects; Food Security Act and Tribals.

UNIT V Impact and Implication of Tribal Policies : Provisions of the Panchayats(Extension to Scheduled Area)Act, 1996; Tribal Rights: Land, Forest and water, Intellectual Property Rights, Human Rights.

Essential Readings:

- R.N. Pati & L. Jagatdeb Tribal Demography in India.
M.M. Verma Tribal Development in India.
Buddhadev Chaudhuri Tribal Development in India.
K.S. Mathur Tribe, Cast and Peasants.
L.P. Vidyarthi and Sahay Applied Anthropology and Development in India

Singh, K.S. , Economies of the Tribes and Their Transformation.
Singh, K.S, Tribal Society . Tribal Society in India. Tribal Situation in India.
Singh, K.S. , Tribal Situation in India (Indian Institute of Advanced Study)
Buddh Dev Chodhary, Tribal Development in India.

PAPER III GENDER ADMINISTRATION

MPA- 403

Credit-05

M.Marks:60

UNIT I Gender as a Development Issue; Gender and Development: Conceptual Shift from Women in Development (WID) to Gender and Development (GAD) Development Strategies: Trickle-down theory; Basic needs strategy; Structural adjustment strategy; Sustainable Human Development Strategy

UNIT II Gender Inequalities: An overview including gender inequality in the economy, household, work, education, health, etc. Measuring gender differences (gender-disaggregated vs. gender-sensitive indicators, household versus individual indicators, UNDPs gender-related indices, women and poverty in developing countries) International Policy Agenda for gender development

UNIT III Gender Analysis Frameworks; Gender Mainstreaming Gender Responsive Planning and Budgeting Gender and Sustainable Development Goals

UNIT IV National Machinery for the Advancement of Women National Mission for Empowerment of Women Five Year Plans and Women's Issues Policies and Programmes for Women's Development

UNIT V Gender Audit and Gender Budgeting: Definition, Need and importance of Gender Budgeting , Initiatives of Gender Budgeting at International Level, Initiatives of Gender Budgeting at National Level, Linkages between Budgeting and Gender; Gender Mainstreaming

Essential Readings

Ahooja-Patel, Krishna. (1995). Women and Development. New Delhi: Ashish Publishing House.
Dreze, Jean & Sen, Amartya (2014). India – Development and Participation. New Delhi: Oxford University Press.

Gupte, Shakuntla. (2005). Women Development in India, New Delhi: Anmol Publication.

Jain, Devaki. (ed.). (2016). Harvesting Feminist Knowledge for Public Policy. New Delhi: Sage.

Rajput, Pam., & Swarup, Hemlata. (Eds.). (1994). Women and Globalization. New Delhi: Ashish Publishing House.

Verma, S. (1992). Women's Development: Policy and Administration. Jaipur: Adekh Publishers.

Wee, V., & Heyzer, N. (1995). Gender, Poverty and Sustainable Development. Singapore: ENGENDER, Centre for Environment, Gender and Development Pvt. Ltd, World Bank (1990). Report on Gender and Poverty. Washington D.C: World Bank World Bank. (2012).

Gender Equality and Development: World Development Report 2012. Washington, D.C: The World Bank. Overview, pp. 2-21.

Websites

PAPER IV FINANCIAL ADMINISTRATION

MPA-404

Credit-05 M.Marks:60

UNIT-1: Introduction: Nature and Scope of Financial Administration; Budget-concept, principles and Role; Approaches to Budgeting-Classical, Keynesian Approaches for OPEC countries; Revenue Vs Capital Budget; Budgetary Policy; Canons of Taxation and Tax Policy

UNIT II: Budgetary process and design: Budget classification objectives. Budget classification-functional and organizational; Budget preparation; Budget approval; Budget execution and review; Techniques of budgeting; Performance of budget – PPBS; Zero based budget

UNIT-III: Accounting and auditing: Nature, purposes and objectives of accounting; Separation of accounts from audit; Meaning, nature and types of audit; Audit department and its functions; Comptroller and auditor general (C & AG)

UNIT - IV: Union financial control: Structure, functions and role of finance ministry; Delegation of financial powers; Financial advisors; Parliamentary financial control ; Public accounts committee; Estimates committee.

UNIT-V: Union - States Financial Relations: Federal fiscal relations: constitutional position; Mechanisms for rectification of Fiscal imbalances.

Further Readings:

- S.L. Goel, (1999), “Financial Administration and Management”, New Delhi, Sterling Publishers Private Limited
- D.M. Mithani, (2018), “International Economics”, Himalaya Publishing House 16 Reference Books
- Sahib Singh & Swinder Singh, Public Personnel and Financial Administration, New Academic Publishing Co., Jalandhar.
- Sanjeev Kumar Mahajan (2014), Financial Administration in India, PHI Learning.

PAPER V DISSERTATION

MPA-405

Credit: 2 M.Marks: 50

DISSERTATION / RESEARCH PROJECT

Introduction: The research experience of students is greatly enriched by early exposure to conducting research. There are numerous benefits of undergraduate students who get involved in research. They are better off in understanding published works, determine an area of interest, can discover their passion for research and may start their career as a researcher. Further students will be able to develop ability for scientific inquiry and critical thinking, ability in the knowledge base and communication. This course is included to promote above mentioned abilities among the students.

- **Format of Dissertation** – Minimum 1500 words including problem, method and results.

Introduction – Theoretical considerations leading to the logic and rationale for the present research

Review- Explaining current knowledge including substantive findings and theoretical and methodological contributions to the topic, objectives and hypotheses of the present research o

Method – Design, Sample, Methods of data collection,,

Procedure and Results- Quantitative analysis of group data→ (Raw data should not be attached in Appendix) Graphical representation of data wherever required.→ Qualitative analysis wherever done should indicate the method of→ qualitative analysis. Discussion

References (APA Style) & Appendices

- Project should be in Soft binding. Total text should not exceed 50 pages (References & Appendices extra).
- Two copies of the project should be submitted to the Department.
- Project - American Psychological Association (APA) – Publication Manual 2006 to be followed for project writing

PAPER VI COMPREHENSIVE VIVA-VOCE

MPA-406

Credit :2 M.Marks: 50

A comprehensive viva-voce of virtual credits will be conducted at the end of each semester of the programme by a board of two examiners (One internal examiner and one external examiner). Head will coordinate the comprehensive viva-voce. Grade awarded in the viva-voce shall be shown separately in the grade sheet.

Course Structure and Scheme of Evaluation

M.A Public Administration (4 Semester Programme) shall have 4 theory papers . It is necessary to secure minimum of 35% marks with grade point 4 separately in each theory paper in each semester. It is also mandatory to secure minimum 35% marks with grade point 4 in the Term Paper/Assignment/Field work/Dissertation and Continuous Comprehensive Evaluation (CCE) in each semester to qualify for appearing in subsequent full examination of the respective semester.

Continuous Evaluation : I to IV

- (i) In each Semester, every theory paper will be asserted for 100 marks out of which 60 marks are for term end examination and 40 marks for continuous evaluation.
- (ii) During the Semester, a teacher offering the course will conduct continuous evaluation of each student at three points in time through the modality of three tests of 20 marks each. At least two of these tests have to be written tests while the third maybe in form of a test/ quiz/ seminar/ assignment for theoretical courses. Marks of the two best tests out of three will be counted for CCE. Each test will be of one hour duration based on unit/ portion of prescribed theory paper taught.
- (iii) The teacher offering the course will be responsible for setting the question paper and evaluating the answer books of tests and end semester examination of that course. In case of non- availability of permanent faculty alternative arrangements will be made by the university.
- (iv) Total marks obtained in end semester examination and best of two tests under continuous evaluation will be decide grade of the course.
- (v) Grading will be on a 10 point scale as given below:

Letter Grade	Grade Points	Description	Range of Marks
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very Good	70-79
B+	7	Good	60-69
B	6	More Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

- (vi) If a student obtains F or Ab grade in any course, he/she will be treated to have failed in the course. He/ she has to appear in the examination of the course as and when conducted by the University Teaching Department(UTD). Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat end-term examination to decide the grade of the repeat course.
- (vii) Theoretical and practical courses can be repeated whenever offered or arranged by the Department but within the maximum duration of the programme. He/ she can avail multiple repeat attempts to pass the course.
- (viii) The Semester Grade Point Average (SGPA) And Cumulative Grade Point Average (CGPA) will be calculated as the weighted average of valid and virtual credit point secured by the student. The SGPA and CGPA shall be rounded off up to 2 decimal place and shall be recorded in the Grade sheet.
- (ix) SGPA is a measure of the performance of the student in a semester. It is a ratio of total credit points secured by a student in various courses registered in a semester and total course credits taken during that semester i.e.

$$SGPA (S_i) = \frac{\sum (C_i \times G_i)}{\sum C_i} = \frac{\text{Total Credit Points}}{\text{Total Credits}}$$

Where C_i is the number of credits of the n th course in a semester and G_i is the grade point scored by the student in the n th course.

- (x) SGPA is a measure of overall cumulative performance of a student over all the semesters completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters completed.

$$CGPA = \frac{\sum (C_i \times S_i)}{\sum C_i}$$

Where S_i is the SGPA of the n th semester and C_i is the total number of credits in the n th semesters.

- (xi) Term Paper/Assignment/Project/Field project/Dissertation report with 2 credit points shall be asserted by Subject teacher appointed by the Head of the Department.
- (xii) A comprehensive viva-voce of virtual credits will be conducted at the end of each semester of the programme by a board of two examiners (One internal examiner and one external examiner). Head will coordinate the comprehensive viva-voce. Grade awarded in the viva-voce shall be shown separately in the grade sheet.
- (xiii) An honorarium of Rs. 2000/- per day shall be paid to each examiner of the Board of Comprehensive Viva-voce. It may be revised by the Executive Council of the University from time to time.

- (xiv) If the number of the students in a programme is very large then more than one board may be constituted. Each board shall however have at least two members, one internal and one external.
- (xv) On completion of all requirements for the award of the degree, the CGPA will be calculated and this value will be indicated on the degree along with the division. The final degree will also indicate the division obtained as follows:

I Div. with distinction: The candidate has earned minimum number of credits for the award of the degree in first attempt with CGPA of 8.00 or above.

I Div.: The candidate has earned minimum number of credits for the award of the degree in first attempt with CGPA of 6.50 or above but less than 8.00

II Div.: The candidate has earned minimum number of credits for the award of the degree in first attempt with CGPA of 5.00 or above but less than 6.50.

Pass Division: The candidate has earned minimum number of credits for the award of the degree in first attempt with CGPA of 4.00 or above but less than 5.00.

- (xvi) The student will be promoted to the next semester if he/she secured at least 12 valid credits in a semester. In case the student secures less than 12 valid credits in any semester, than the student will be asked to repeat the entire semester and the semester will be treated as zero semesters.
- (xvii) Repetition of a theory practical course is allowed only to those candidates who get F or Ab in the course. The student has to pay the prescribed fee for repeating the course.
- (xviii) The guidelines issued by UGC time to time will be adopted for implementation.

(xix) Examination Scheme:

Semester Examination	Distribution of Marks (each paper)
Internal Assessment	40 marks
End semester	60 marks
Total	100 marks

**Public Administration Semester wise Scheme
SEMESTER I**

Theory course No.	Paper No.	Title of Paper	Credit	Maximum Marks
MPA101	Paper I	Foundation Course in Public Administration	5	60+40(CCE)=100
MPA102	Paper II	Indian Administration	5	60+40(CCE)=100

MPA103	Paper III	Comparative Administration Public	5	60+40(CCE)=100
MPA104	Paper IV	1.Administrative Thinkers	5	60+40(CCE)=100
MPAS105		Term Paper	2	50
MPAC106		Comprehensive Viva-voce	2	50
TOTAL			22	500

Public Administration Semester wise Scheme

SEMESTER II

Theory course No.	Paper No.	Title of Paper	Credit	Maximum Marks
MPA201	Paper I	Administrative Theory	5	60+40(CCE)=100
MPA202	Paper II	Disaster Management in India	5	60+40(CCE)=100
MPA203	Paper III	E-Governance	5	60+40(CCE)=100
MPA204	Paper IV	Rural Administration	5	60+40(CCE)=100
MPAS205		Assignment	2	50
MPAC206		Comprehensive Viva-voce	2	50
TOTAL			22	500

Public Administration Semester wise Scheme

SEMESTER III

Theory course No.	Paper No.	Title of Paper	Credit	Maximum Marks
MPA301	Paper I	Indian Administration-2	5	60+40(CCE)=100
MPA302	Paper II	International Organisation and Administration	5	60+40(CCE)=100
MPA303	Paper III	Administrative Law	5	60+40(CCE)=100

MPA304	Paper IV	Research Methodology	5	60+40(CCE)=100
MPAS305		Field Work	2	50
MPAC306		Comprehensive Viva-voce	2	50
		TOTAL	22	500

**Public Administration Semester wise Scheme
SEMESTER IV**

Theory course No.	Paper No.	Title of Paper	Credit	Maximum Marks
MPA401	Paper I	Development Administration	5	60+40(CCE)=100
MPA402	Paper II	Tribal Administration	5	60+40(CCE)=100
MPA403	Paper III	Gender Administration	5	60+40(CCE)=100
MPA404	Paper IV	Financial Administration	5	60+40(CCE)=100
MPAS405		Dissertation	2	50
MPAC406		Comprehensive Viva-voce	2	50
		TOTAL	22	500